Inactive Duty for Training (IDT) Drills (Command)

Overview

Introduction

This guide provides the procedures for **Command Users/Supervisors** to schedule, complete, change, cancel and delete individual and batched Inactive Duty for Training (IDT) Drills for Reserve members in Direct Access (DA).

Command Users/Supervisors must hold the CG Self Service for Command (CGSSCMD) user role or CG Reserve Manager functional role to view/enter/edit/approve IDT drills.

Action = Who Can Initiate the Action

Scheduled = Member and/or Command User/Supervisor
Authorized = Command User/Supervisor (Approved? column checked)
Completed = Command User/Supervisor
Unexcused = Command User/Supervisor
Cancelled = Command User/Supervisor
Approved = SPO/PAO
Denied = SPO/PAO

Known Issue for Command User / Supervisor

There is a known issue for when a Command User/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.

References

a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2
b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
c) Special Duty Pay (SDP), COMDTINST 1430.1Q
d) Performance, Training and Education Manual, COMDTINST M1500.10C

Contents

Overview, Continued

Scheduling Requirement

Each year, CG-R determines the timeframe for when drills can/cannot be entered in DA. For each Fiscal Year (FY), all drills must be entered by the member (not the Command User/Supervisor) using the Self Service Inactive Duty for Training (IDT) user guide prior to July 1st. The system will not allow drills to be entered between July 1st and September 30th without a waiver. See the 3PM, Chapter 10.B.14 for more information on the waiver process.

CG-R recommends that all drills for pay during this period be kept in a pending status (not approved by the Command User/Supervisor) until confirmed the member will drill on said date (see Note below). This will allow the member to reschedule any drill during that period without having to submit a waiver up until the duty date. The member must **NOT** withdraw the original IDT drill request and/or the Command User/Supervisor must **NOT** delete/cancel the IDT drill request.

Therefore, if a change to any drill(s) within this period is required, the member must edit and resubmit the original IDT drill request to the supervisor for approval.

NOTE: All scheduled drills for pay must be authorized prior to the member reporting for duty. Single/Multiple IDT drill(s) for pay must have A, B, C, or D Training Pay (TRAPAY) Categories. Contact the P&A Office if any other TRAPAY category displays before continuing.

IDT Process

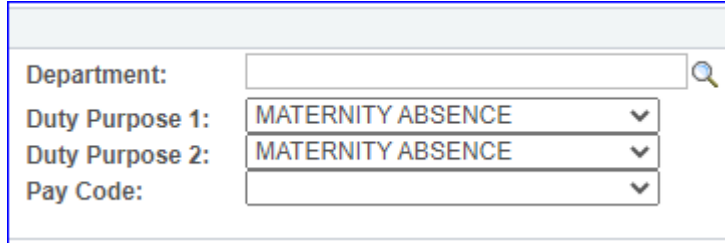| Stage	Who Does It	What Happens
1	Member	Enters IDT drill request in DA.
	Command User/ Supervisor	
2	Command User/ Supervisor	Reviews member's IDT drill request and authorizes (approves) IDT drill using View My Requests under DA Self Service Requests in DA.
3	Member	Performs drills as scheduled or edits/withdraws previously submitted requests.
4	Command User/ Supervisor	Updates the Drill Status based on Reserve member's actions: • **Completed** – Performed drill as scheduled. • **Unexcused** – Failed to report and no valid/approved reason. • **Cancelled** – Did not report and has a valid/approved reason.
5	SPO/PAO	Upon email notification from the Command User/Supervisor that the Reserve member(s) IDT drills have been updated (marked Completed), approves the IDT drills for creditable retirement points and/or pay and allowances.

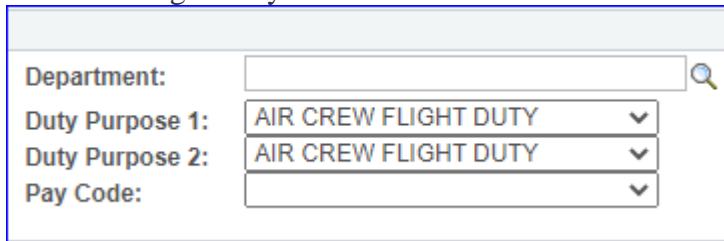# Overview, Continued

Reserve Maternity Compensation IDT Credit

ALCOAST 140/22 announced the implementation of a maternity absence policy for new mothers. There will not be a separate Duty Status category in DA for maternity absence – it is an IDT with a Duty Purpose code of Maternity Absence as shown below.

Department:	
Duty Purpose 1:	MATERNITY ABSENCE
Duty Purpose 2:	MATERNITY ABSENCE
Pay Code:	

Reserve Air Crew Flight Duty Pay *NEW*

https://www.mycg.uscg.mil/News/Article/2989514/coast-guard-bringing-on-reserve-pilots/ announced the implementation of Air Crew Flight Duty pay for qualifying Reservists. There will not be a separate Duty Status category in Direct Access (DA) for Flight Pay – it is an IDT with a Duty Purpose code of Air Crew Flight Duty as shown below.
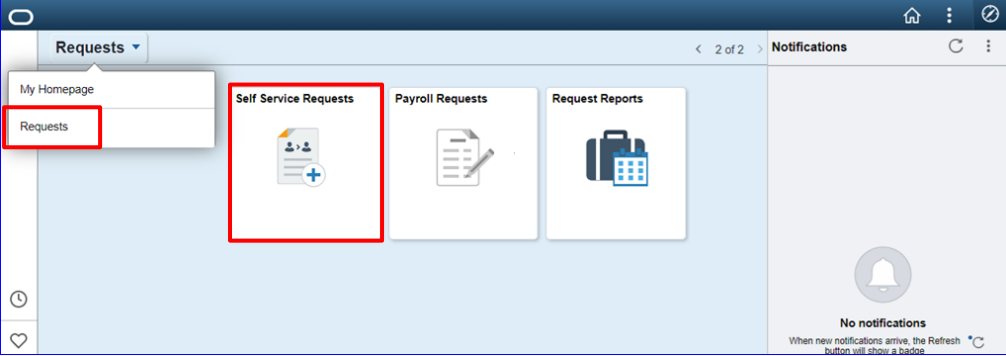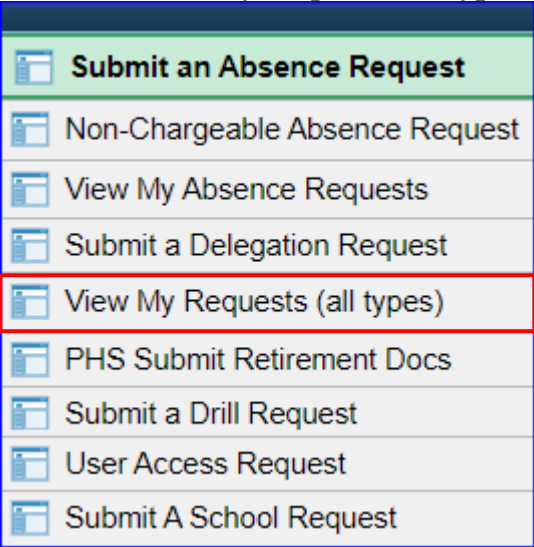
Department:	
Duty Purpose 1:	AIR CREW FLIGHT DUTY
Duty Purpose 2:	AIR CREW FLIGHT DUTY
Pay Code:	

Authorizing a Member-Scheduled IDT Drill

Introduction	This section provides the procedures for a Command User/Supervisor to authorize IDT drills scheduled by the Reserve member in DA.

Procedures	There are two ways to authorize a member's scheduled drill request using the steps below. Please refer to the Scheduling Requirement section of this guide.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile. Requests ▾ My Homepage Requests Self Service Requests Payroll Requests Request Reports 2 of 2 Notifications No notifications When new notifications arrive, the Refresh button will show a badge
1.5	Select the **View My Requests (all types)** option. Submit an Absence Request Non-Chargeable Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) PHS Submit Retirement Docs Submit a Drill Request User Access Request Submit A School Request *Continued on next page*

	Authorizing a Member-Scheduled IDT Drill, Continued

2	The View My Action Requests page will display. • Select the **Requests I am Approver For** radio button. • **Transaction Name -** may be left at the default of All Transactions or using the drop-down, select **Schedule Drills**. • **Transaction Status -** leave as Pending. • **Submission From Date** and **Submission To Date -** may be entered to narrow down the search or may be left blank. Click **Populate Grid**.

View My Action Requests

Zoe Washburne

1. `My Submitted Requests' allows member to bring up only their Action Requests.
2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

○ My Submitted Requests   ● Requests I am Approver For   ○ All Requests

Transaction Name: Schedule Drills

Transaction Status: Pending

Submission From Date:

Submission To Date: Populate Grid   Refresh

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
3	A list of all pending requests will display. The Transaction Name column will display the Reserve Drill Request needing approval. Click on the Approve/Deny link at the end of the row for the member you are trying to approve. **NOTE:** Pay special attention to ensure you have selected the correct member and correct scheduled drill date to approve. Personalize | Find | View All | 🖻 | 🎟 First ◀ 1 of 1 ▶ Last Transaction Name | Status | Member | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approve/Deny Reserve Drill Request | Pending | Simon Tam | 1234567 | 006272 | Simon Tam | Zoe Washburne | 12/04/2020 | 12/5/2020 | Approve/Deny
4	The Action Request window will display. Review the information displayed in the member's request to ensure information is valid and accurate including Drill Date, Start/End Time, Drill Type, Meal Eligibility, Duty Purpose 1/2, and Pay Code. **NOTE:** Pay special attention to the Meal Eligibility Code (see IDT Subsistence Allowance for more guidance on when and what type of meals are authorized). If denying the request, enter your comments for denying the request before you continue. **Action Request** Schedule Drills Tam, Simon 1. Select the Drill Date. 2. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45) 3. Select the Drill Type from the drop down list. 4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types. 5. Enter Department only if the drill is to be performed at another department. 6. Select Duty Purpose 1 for all Drill Types. 7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. 8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay. 9. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills. 10. Look up and select Approver; Enter any Comments and click "Submit". **Request Details** Drill Date: 12/05/2020 Department: 000010 Start/End Time: 07:00/16:00 Duty Purpose 1: Research & Development Drill Type: IDT - Multiple Duty Purpose 2: Safety & Occupational Health Meal Eligibility: Lunch Pay Code: Full Get Details **Request Information** Paid IDT Cap: 48 # of Paid Drills: 8 **Request Approvers** Approver: 7654321 Zoe Washburne Comment: [ ] Approve Deny

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Authorizing a Member-Scheduled IDT Drill, Continued
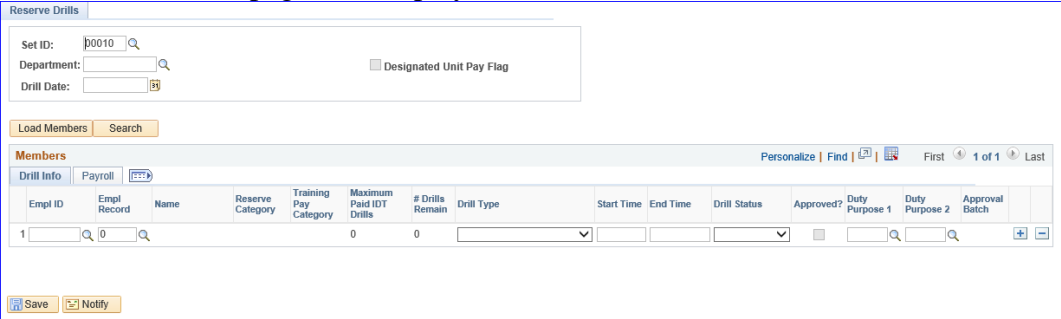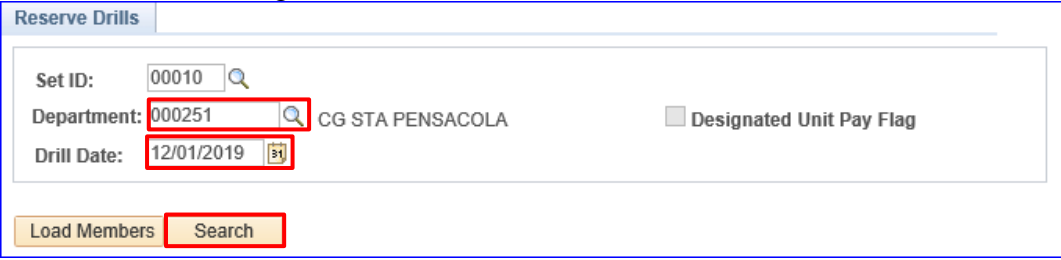
Procedures,
continued

Step	Action
5	Once all the information has been verified and is accurate, click the **Approve** button to approve the request or click the **Deny** button if you are denying the request with comments. **NOTE:** Do **not** approve a scheduled IDT drill request that has passed if the member has reported for Active Duty orders. Doing so will create a pay issue for the member. Exceptional circumstances may require the member to report for duty (under verbal order) before the member can submit an IDT drill request. In that case, please see Scheduling IDT Drills for an Individual Member in the next section. `Approve` `Deny`
6	Once approved, the Reserve Drill Request will change from Pending to Approved in the Reserve Drill Approval section along with comments. The IDT drill is now in a Scheduled/Approved status and the member is authorized to perform the IDT as scheduled. No further Action is required until after the IDT drill date has passed. **Reminder:** All member IDT Drill requests must be approved prior to the member performing IDT. **Reserve Drill Approval** **Reserve Drill Request:Approved** One Approval Level **Approved** ✔ Zoe Washburne Initial Approve Action Request 12/04/20 - 4:07 PM
7	This is the second way to authorize an IDT drill that was scheduled by the Reserve member but not previously approved by the member's original supervisor by the scheduled IDT drill date. Select the **IDT Drills** option from the **Reserve Administration** Tile. **Reserve Administration** FSMS Reserve Orders IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills MGIB Enrollments R-CRSP Report FSMS RSV Ord Discrepancies Reserve Orders (View Only)

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued
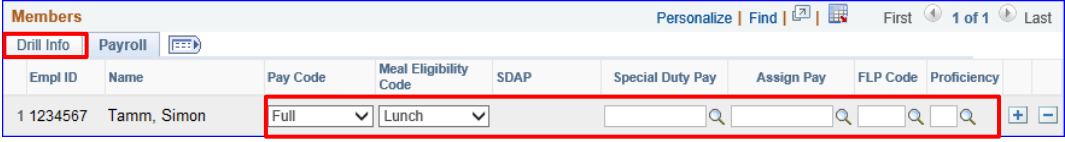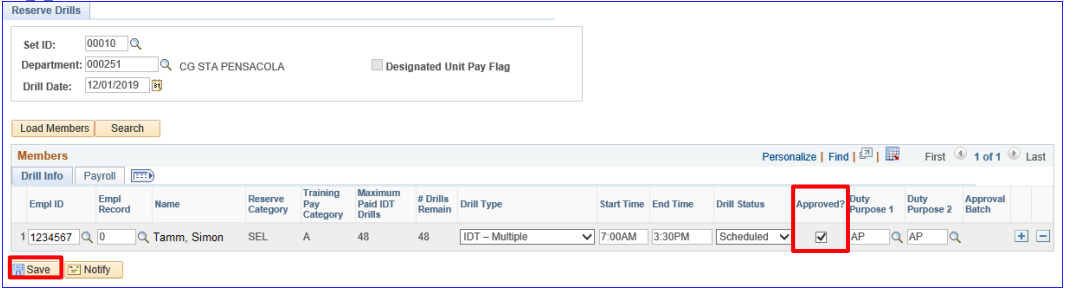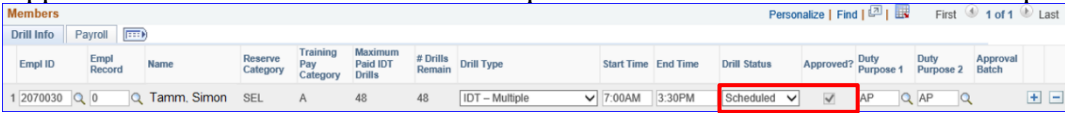
Step	Action
8	The Reserve Drills page will display.
9	Leave the Set ID at 00010. Enter the **Department** ID number or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drill is scheduled to be performed. Click **Search**. **NOTE:** The **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message.
10	Any IDT drills that have been entered/scheduled for that Drill Date and Department ID will be displayed. Review the **Drill Info** to ensure the information is valid and accurate to the Reserve member. Select the **Payroll** tab.

Authorizing a Member-Scheduled IDT Drill, Continued

Procedures,
continued

Step	Action
11	Review the payroll information to ensure it is valid and accurate to the Reserve member. Select the **Drill Info** tab to return to the previous tab. **NOTE:** Pay special attention to the Meal Eligibility Code (see IDT Subsistence Allowance for more guidance on when and what type of meals should be authorized).
12	Once all the information has been verified and is accurate, click the box in the **Approved?** column to authorize the drill. Click **Save**.
13	Upon saving, the check box will be grayed out. The IDT drill is now in a Scheduled/Approved status. No further action is required until after the IDT drill date has passed.

9
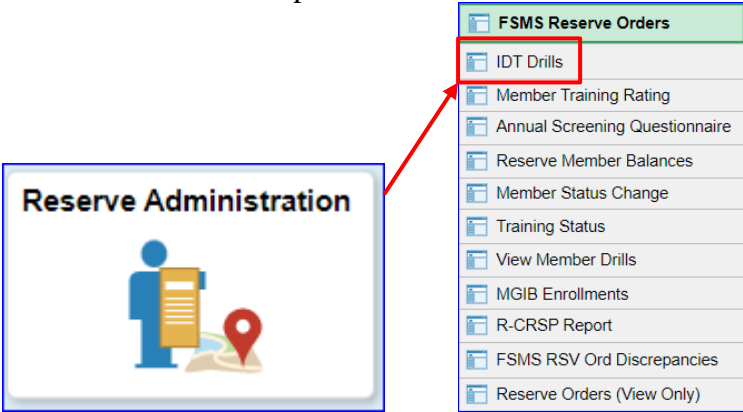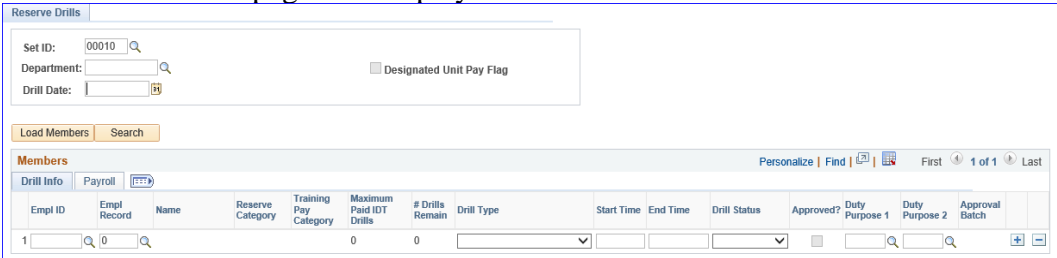
Scheduling IDT Drills for an Individual Member

Introduction	This section provides the procedures for a Command User/Supervisor to schedule IDT drills for an individual Reserve member in DA.

Important	Before scheduling a drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve Active Duty Orders or previously scheduled IDT drills. Any drill submitted by the Command User/Supervisor automatically places the drill in an authorized/scheduled status. These drills are not considered pending and cannot be modified after July 1st. Please refer to the Scheduling Requirement section of this guide.

Procedures	See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** Tile.
2	The Reserve Drills page will display.

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
3	Leave the Set ID at 00010. Enter the **Department** ID number or use the lookup icon to locate the unit where the IDT drill is to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drill is to be performed. **NOTE:** The **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message.
4	Enter the Reserve member's **Empl ID** under Drill Info. If the employee ID is unknown, use the lookup icon located next to the Empl ID field.
5	Press the **Tab** key to populate the member's Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, and # Drills Remain.

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
6	Enter the remaining **Drill Info**: (see **Steps 6-7** for a description of each field).

Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch
IDT – Multiple ▼	7:00AM	3:30PM	Scheduled ▼	✓	AT 🔍	AT 🔍	

Field	Description
Drill Type	Select the Drill Type from the drop-down menu: IDT – Multiple IDT – Single RMP Funeral Duty EBDL ATP – Multiple ATP – Single IDT Single + ATP Single IDT Single + Funeral • **IDT Multiple or Single –** Inactive Duty for Training • **RMP –** Readiness Management Period • **Funeral Duty –** Funeral Honors Duty • **EBDL –** Electronic Based Distance Learning • **ATP Multiple or Single –** Additional Training Period • **IDT Single** + **ATP Single –** Inactive Duty for Training Single Plus Additional Training Period Single • **IDT Single** + **Funeral –** Inactive Duty for Training Single Plus Funeral Honors Duty **NOTE:** ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. Please refer the current ALCOAST on Reserve Additional Training Period (ATP) Allocations.
Start Time	Enter the start time using the HH:00AM/PM format (i.e. for a drill beginning at 0700, it would be entered as 7:00AM) • **Single IDT/ATP –** 4 or more hours • **Multiple IDT/ATP –** 8 or more hours • **RMP** – 3 to 24 hours • **FHD** – 2 or more hours
End Time	Enter the end time using the HH:00AM/PM format (i.e. for a drill ending at 1500, it would be entered as 3:00PM)

Scheduling IDT Drills for an Individual Member, Continued
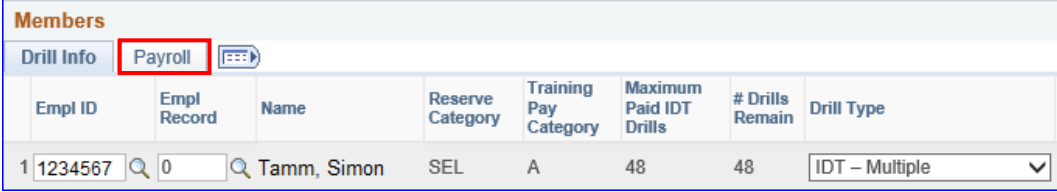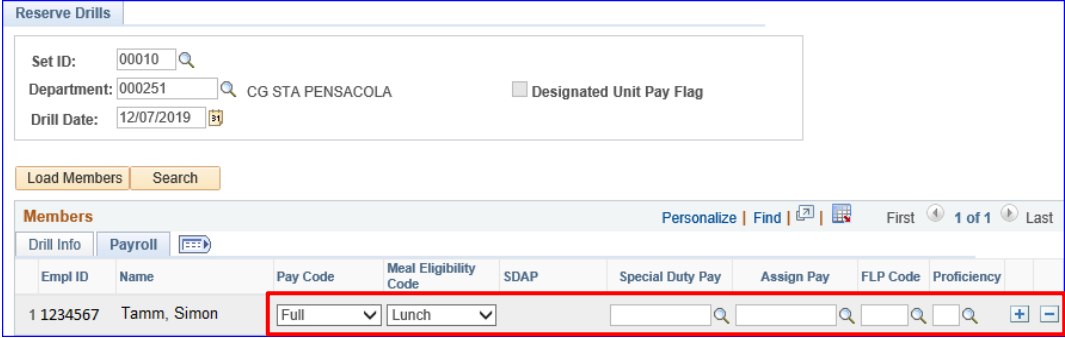
Procedures,
continued

Step	Action
7	

Field	Description
Drill Status	The only option available is Scheduled
Approved?	The IDT drill will automatically set to Approved (the box will automatically be checked)
Duty Purpose 1	Click the drop-down and make a selection as appropriate: Look Up Duty Purpose 1 Purpose of Duty begins with Look Up	Clear	Cancel	Basic Lookup Search Results View 100 First 1-51 of 51 Last Purpose of Duty — Short Description AB — Pub Affair AC — ContinPrep AD — R & D ADM — Admin AE — Eng & Log AF — F&S, Inven AG — Op Intel AH — Civ Rights AI — Security AK — Health Svc AL — Legal Gen AN — ATON Ops AP — Personnel AQ — Acquisitio AS — SafOccHlth AT — Trng Gen AUG — Augment AW — C3 BA — BoatSafety BC — BoatContin CS — ContinSupp DC — Def Contin DN — Dental DO — DefenseOps DR — DisastResp GL — SummerStoc GMT — GMT IO — Ice Ops ITP — ITP LC — LE Conting LE — LE Ops LS — LogisSupp MC — MEP Contin ME — MEP Ops MED — Medical MI — VslInspDoc NC — ATONContin NR — Radio Nav NUT — Weight/Nut OC — Olympics OMP — OMSEP PBC — Pos. Comp PC — PS Conting PHA — PHA PS — PS Ops SC — SAR Contig SP — Space Pgm SR — SAR Ops SUP — (blank) SWE — RSWE VT — VTS
Duty Purpose 2	Click the drop-down and make a selection as appropriate. Only enter a selection in this field if performing: • **Multiple IDT** • **Multiple ATP** • **Single IDT + Single ATP**

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
8	Once all the Drill Info has been entered, select the **Payroll** tab. **Members** **Drill Info** | Payroll | 📑▶ 		Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type
1	1234567 🔍	0 🔍	Tamm, Simon	SEL	A	48	48	IDT – Multiple ⌄	
9	Enter the **Payroll** information: (see **Steps 9-11** for a description of each field). **Reserve Drills** Set ID: 00010 🔍 Department: 000251 🔍 CG STA PENSACOLA ☐ Designated Unit Pay Flag Drill Date: 12/07/2019 📅 [Load Members] [Search] **Members** Personalize | Find | 🔳 | 🔲 First ① **1 of 1** ② Last **Drill Info** | Payroll | 📑▶ |	Empl ID	Name	Pay Code	Meal Eligibility Code	SDAP	Special Duty Pay	Assign Pay	FLP Code	Proficiency	
1	1234567	Tamm, Simon	Full ⌄	Lunch ⌄		🔍	🔍	🔍	🔍	➕ ➖ | | Field	Description
-------	-------------
Pay Code	Click the drop-down and make a selection as appropriate: Full Half No Pay • **Full –** Pay is authorized for both periods • **Half –** Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • **None –** A single or multiple drill is being performed for POINTS ONLY	

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
10	

Field	Description
Meal Eligibility Code	Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank or select **None**. Select the Meal Type from the drop-down menu (see IDT Subsistence Allowance for more guidance):

All Meals
Breakfast
Brk & Lnch
Lnch & Sup
Lunch
Mess Avail
None
Supper

If	And	Then
Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch
	Works past 1800 hours	Authorized Lunch & Supper
Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch
	Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day
	Arrives night before for 2 paid IDT Multiple drills	Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day

Scheduling IDT Drills for an Individual Member, Continued

Procedures,
continued

Step	Action
11	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Special Duty Pay (SDP)**</td><td>Enter ONLY if Reserve member is authorized SDP. Use the lookup icon if SDP code is unknown.</td></tr><tr><td>**Assign Pay (AP)**</td><td>Enter ONLY if Reserve member is authorized AP. Use the lookup icon if AP code is unknown.</td></tr><tr><td>**FLP Code**</td><td>Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown.</td></tr><tr><td>**Proficiency**</td><td>Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if proficiency code is unknown.</td></tr></table>
12	Once all the fields have been completed as appropriate, click **Save**. No further action is required until after the member completes the IDT drill. **Reserve Drills** Set ID: 00010 Department: 000251 CG STA PENSACOLA ☐ Designated Unit Pay Flag Drill Date: 12/07/2019 Load Members Search **Members** Personalize | Find | First 1 of 1 Last Drill Info Payroll Empl ID / Name / Pay Code / Meal Eligibility Code / SDAP / Special Duty Pay / Assign Pay / FLP Code / Proficiency 1 1234567 Tamm, Simon Full Lunch ☐ ☐ ☐ ☐ ☐ ☐ ☐ Save Notify
13	Upon saving, notify the Reserve member via email (CG/personal) the IDT drill was scheduled on their behalf.
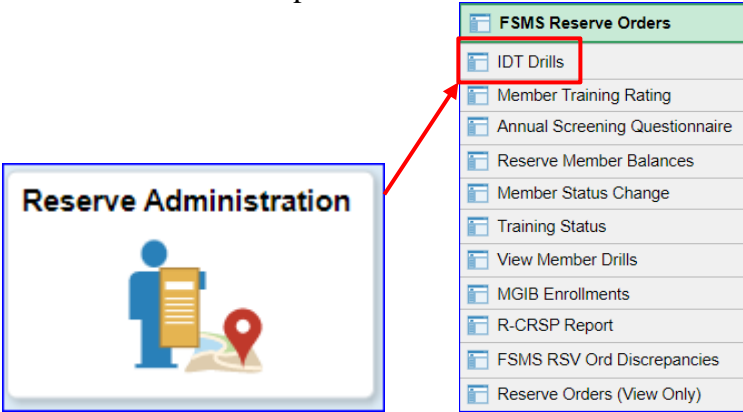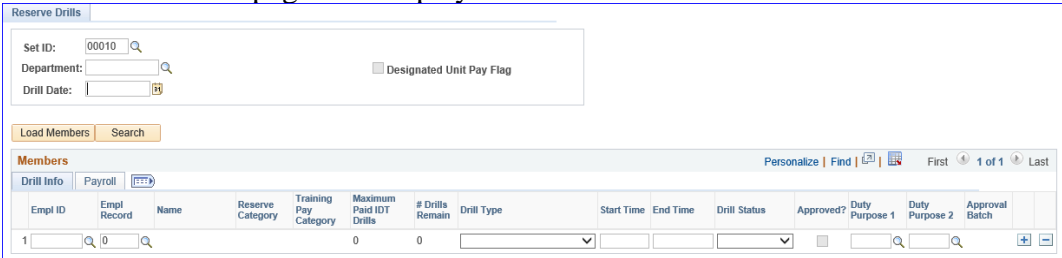
Scheduling a Batch of IDT Drills

Introduction   This section provides the procedures for a Command User/Supervisor to schedule a batch of IDT drills for multiple Reserve members in DA.

Important   Before scheduling a drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve Active Duty Orders or previously scheduled IDT drills.

Any drill submitted by the Command User/Supervisor automatically places the drill in an authorized/scheduled status. These drills are not considered pending and cannot be modified after July 1st. Please refer to the Schedule Requirement section of this guide.

Procedures   See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** Tile.
2	The Reserve Drills page will display.

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action
3	Leave the Set ID at 00010. Enter the **Department** ID number or use the lookup icon to locate the unit where the IDT drills are to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drills are to be performed. Click **Load Members**. **NOTE:** The **Designated Unit Pay Flag** will be automatically checked if the unit is authorized to receive high priority unit pay. Authorized units are identified annually via an ALCGRSV message. **Reserve Drills** Set ID: 00010 Department: 000251 CG STA PENSACOLA ☐ Designated Unit Pay Flag Drill Date: 12/14/2019 [Load Members] [Search]
4	A list of all the Reservists permanently attached to that Department/Unit will display. To **remove** a Reservist that won't be drilling, click the **(–) minus button** at the end of that specific Reservist's row. To **add** a Reservist that will be drilling at the unit, click any **(+) plus button** to add a blank row and enter the member's Empl ID; press the tab key to populate the blank row. **NOTE:** Review each member's **Training Pay Category** and **# of Drills Remain** to ensure the member is authorized to drill and will not exceed the maximum # of drills allowed. A member may not exceed the **Maximum Paid IDT Drills** (in this case, 48) without an approval/waiver from the District (dxr). **Reserve Drills** Set ID: 00010 Department: 000251 CG STA PENSACOLA ☐ Designated Unit Pay Flag Drill Date: 12/14/2019 [Load Members] [Search] **Members** Personalize | Find | 🗗 | 🖩 First 1-15 of 15 Last Drill Info | Payroll 	Empl ID	Empl Record	Name	Reserve Category	Training Pay Category	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2	Approval Batch			 |1 1234567|0|Last, First|SEL|A|48|48| |8:00AM|5:00PM|Scheduled|✓|		|+|−| |2 1234567|0|Last, First|SEL|A|48|46| |8:00AM|5:00PM|Scheduled|✓|		|+|−| |3 1234567|0|Last, First|SEL|A|48|36| |8:00AM|5:00PM|Scheduled|✓|		|+|−| |4 1234567|0|Last, First|SEL|A|48|36| |8:00AM|5:00PM|Scheduled|✓|		|+|−| |5 1234567|0|Last, First|SEL|A|48|36| |8:00AM|5:00PM|Scheduled|✓|		|+|−| |6 1234567|0|Last, First|SEL|A|48|36| |8:00AM|5:00PM|Scheduled|✓|		|+|−|

Scheduling a Batch of IDT Drills, Continued

Procedures, continued

Step	Action
5	After ensuring only the Reservists that will be drilling for that specific date are listed, enter the **Drill Info** for each member: (see **Steps 5-7** for a description of each field).

Drill Type		Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2

Field	Description
Drill Type	Select the Drill Type from the drop-down menu: IDT – Multiple IDT – Single RMP Funeral Duty EBDL ATP – Multiple ATP – Single IDT Single + ATP Single IDT Single + Funeral • **IDT Multiple or Single –** Inactive Duty for Training • **RMP –** Readiness Management Period • **Funeral Duty –** Funeral Honors Duty • **EBDL –** Electronic Based Distance Learning • **ATP Multiple or Single –** Additional Training Period • **IDT Single + ATP Single –** Inactive Duty for Training Single Plus Additional Training Period Single • **IDT Single + Funeral –** Inactive Duty for Training Single Plus Funeral Honors Duty **NOTE:** ATPs are reserved for select operational units and all IDTs (Single/Multiple) must be scheduled and completed prior to entering/requesting ATPs. Please refer to the current ALCOAST on Reserve Additional Training Period (ATP) Allocations.
Start Time	Enter the start time using the HH:00AM/PM format (i.e. for a drill beginning at 0700, it would be entered as 7:00AM) • **Single IDT/ATP –** 4 or more hours • **Multiple IDT/ATP –** 8 or more hours • **RMP –** 4 to 24 hours • **FHD –** 2 or more hours
End Time	Enter the end time using the HH:00AM/PM format (i.e. for a drill ending at 1500, it would be entered as 3:00PM)

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action
6	

Field	Description
Duty Purpose 1	Click the drop-down and make a selection as appropriate:
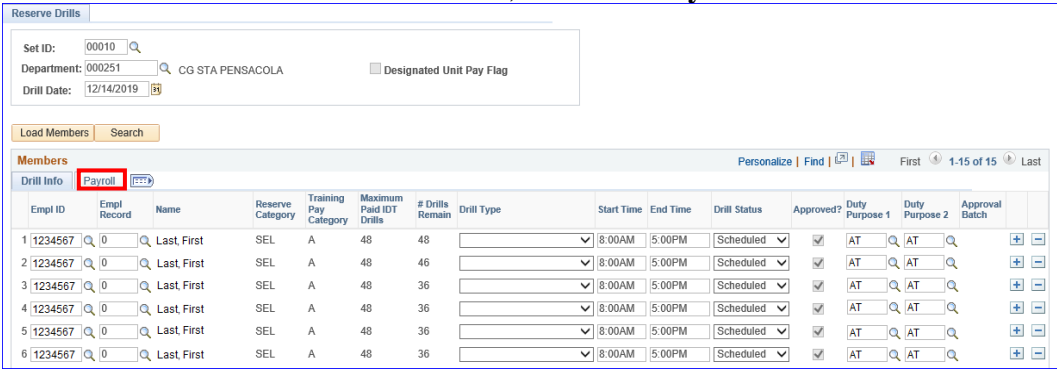
Look Up Duty Purpose 1   [x]

Help

Purpose of Duty [begins with ▽] |

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First ◄ 1-51 of 51 ► Last

Purpose of Duty	Short Description
AB	Pub Affair
AC	ContinPrep
AD	R & D
ADM	Admin
AE	Eng & Log
AF	F&S, Inven
AG	Op Intel
AH	Civ Rights
AI	Security
AK	Health Svc
AL	Legal Gen
AN	ATON Ops
AP	Personnel
AQ	Acquisitio
AS	SafOccHlth
AT	Trng Gen
AUG	Augment
AW	C3
BA	BoatSafety
BC	BoatContin
CS	ContinSupp
DC	Def Contin
DN	Dental
DO	DefenseOps
DR	DisastResp
GL	SummerStoc
GMT	GMT
IO	Ice Ops
ITP	ITP
LC	LE Conting
LE	LE Ops
LS	LogisSupp
MC	MEP Contin
ME	MEP Ops
MED	Medical
MI	VslInspDoc
NC	ATONContin
NR	Radio Nav
NUT	Weight/Nut
OC	Olympics
OMP	OMSEP
PBC	Pos. Comp
PC	PS Conting
PHA	PHA
PS	PS Ops
SC	SAR Contig
SP	Space Pgm
SR	SAR Ops
SUP	(blank)
SWE	RSWE
VT	VTS

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action
7	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Duty Purpose 2**</td><td>Click the drop-down and make a selection as appropriate. Only enter a selection in this field if performing: • **Multiple IDT** • **Multiple ATP** • **Single IDT + Single ATP**</td></tr><tr><td>**Drill Status**</td><td>The only option available is Scheduled</td></tr><tr><td>**Approved?**</td><td>The IDT drills will automatically set to Approved (the boxes will automatically be checked)</td></tr></table>
8	Once all the Drill Info has been entered, select the **Payroll** tab.

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action
9	Enter the **Payroll** information: (see **Steps 8-10** for a description of each field).

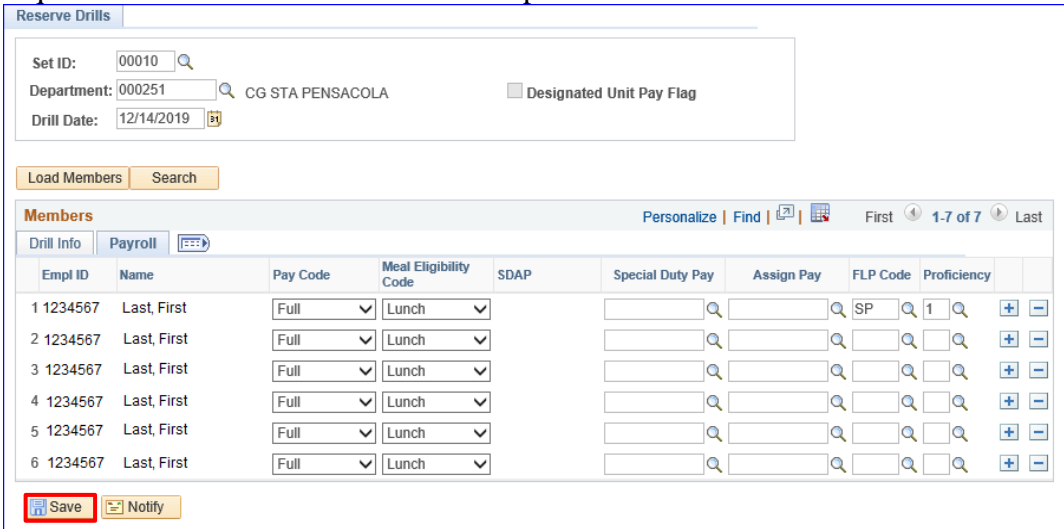| Field	Description
Pay Code	Click the drop-down and make a selection as appropriate: Full Half No Pay • **Full –** Pay is authorized for both periods • **Half –** Pay is only authorized for a single drill, or when pay is only authorized for one period of a multiple drill • **None –** A single or multiple drill is being performed for POINTS ONLY

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

Step	Action

10		

Field	Description
Meal Eligibility Code	Meal eligibility is authorized for Enlisted personnel only. Officers leave this field blank or select **None**. Select the Meal Type from the drop-down menu (see IDT Subsistence Allowance for more guidance):

```
All Meals
Breakfast
Brk & Lnch
Lnch & Sup
Lunch
Mess Avail
None
Supper
```

If	And	Then
Not Authorized Lodging	Arrives same day, not remaining overnight	Authorized Lunch
	Works past 1800 hours	Authorized Lunch & Supper
Authorized Lodging	Arrive night before for 1 paid IDT Multiple drill for the next day	Authorized Breakfast and Lunch
	Arrives on day of 1st drill for 2 paid multiple IDT drills and remains overnight between drills	Authorized Lunch and Supper on 1st day & authorized Breakfast and Lunch on 2nd day
	Arrives night before for 2 paid IDT Multiple drills	Authorized Breakfast, Lunch, & Supper on 1st day & authorized Breakfast and Lunch on 2nd day

Scheduling a Batch of IDT Drills, Continued

Procedures,
continued

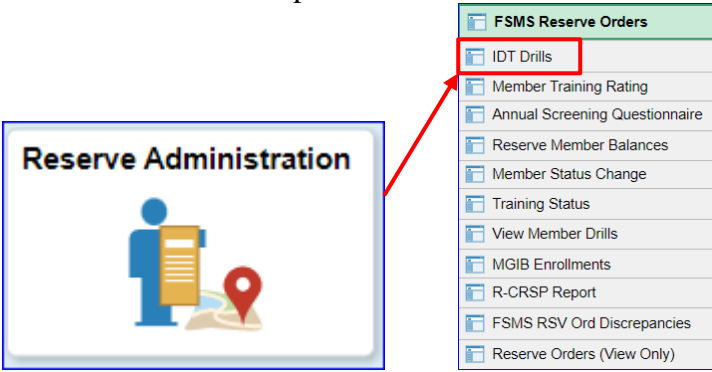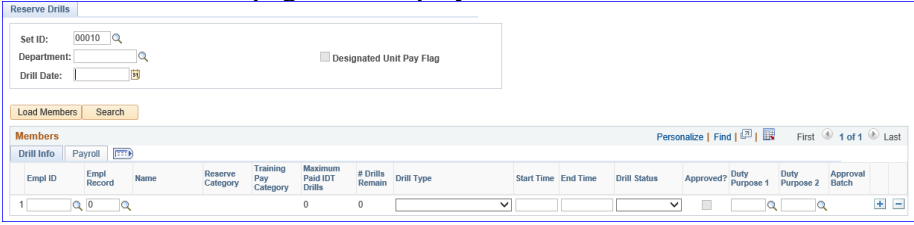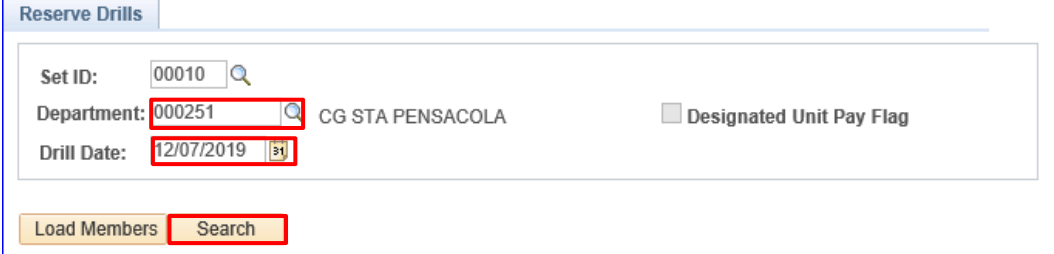| Step	Action
11	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Special Duty Pay (SDP)**</td><td>Enter ONLY if Reserve member is authorized SDP. Use the lookup icon if SDP code is unknown.</td></tr><tr><td>**Assign Pay (AP)**</td><td>Enter ONLY if Reserve member is authorized AP. Use the lookup icon if AP code is unknown.</td></tr><tr><td>**FLP Code**</td><td>Foreign Language Proficiency (FLP). Enter ONLY if Reserve member is authorized FLP. Use lookup icon if FLP code is unknown.</td></tr><tr><td>**Proficiency**</td><td>Foreign Language Proficiency level. Enter ONLY if Reserve member is authorized FLP. Use lookup icon if code is unknown.</td></tr></table>
12	Once all the fields have been completed as appropriate, click **Save**. No further action is required until the Reserve members complete the drills as scheduled.
13	Upon saving, notify the Reserve member(s) via email (CG/personal) the IDT drill was scheduled on their behalf.

Deleting a Scheduled or Cancelled IDT Drill

Introduction This section provides the procedures for a Command User/Supervisor to delete a previously scheduled or cancelled IDT Drill in DA.

Information IDT drills that have been scheduled (and authorized by the Command User/Supervisor) may be deleted. IDT drills that were cancelled without being processed for pay/points may also be deleted. It is important to remember that any IDT drills in a Completed Status, regardless of whether they have been processed by the SPO/PAO, cannot be deleted. Please refer to the Schedule Requirement section of this guide.
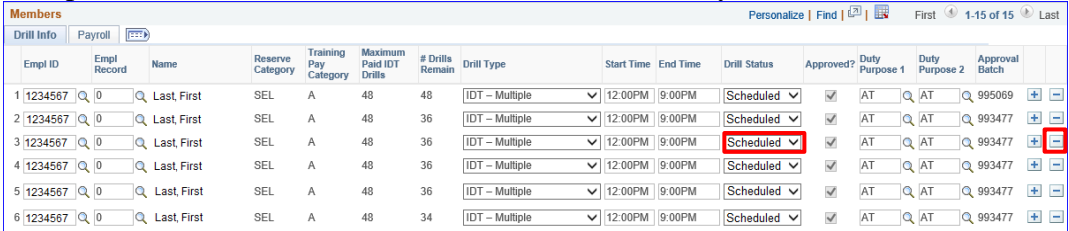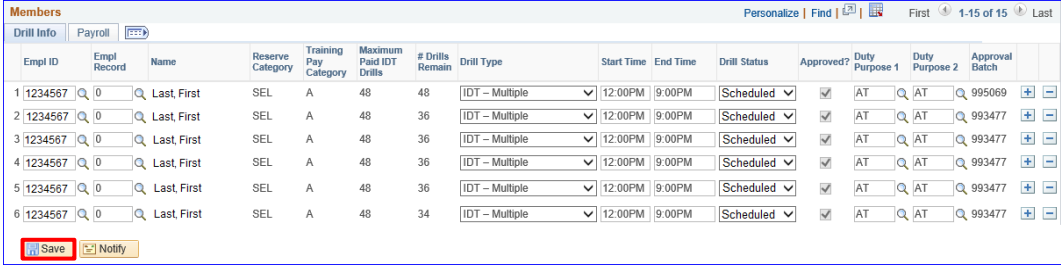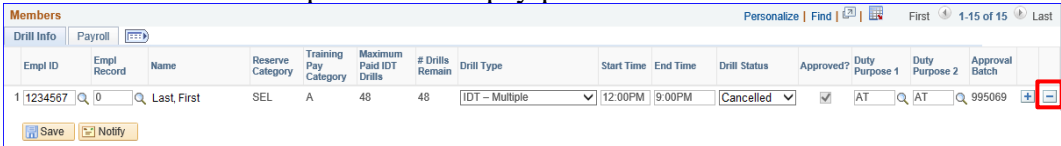
Procedures See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** Tile.
2	The Reserve Drills page will display.
3	Leave the Set ID at 00010. Enter the **Department** ID or use the lookup icon to locate the unit where the IDT drill is scheduled to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drill is scheduled to be performed. Click **Search**.

Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,
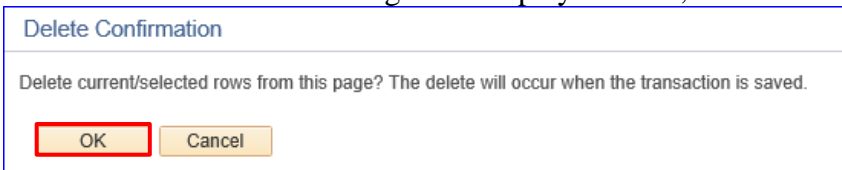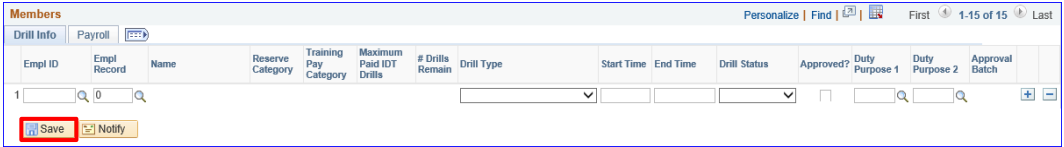continued

Step	Action
4	A list of the drills scheduled for that specific department ID and drill date will display. To delete a **Scheduled** drill, click the **(-) minus** button at the end of the row for the drill to be deleted. **NOTE:** Only a Scheduled or Cancelled drill may be deleted. If the Drill Status indicates Completed or Unexcused, Direct Access will not allow you to delete the IDT drill.
5	A Delete Confirmation message will display. If sure, click **OK**.
6	Click **Save** to save the deletion.
7	To delete a **Cancelled** drill, click the **(-) minus** button at the end of the row for the drill to be deleted. **NOTE:** A Cancelled drill may be deleted even if it has an approval batch number because it has not been processed for pay/points.

Deleting a Scheduled or Cancelled IDT Drill, Continued

Procedures,
continued

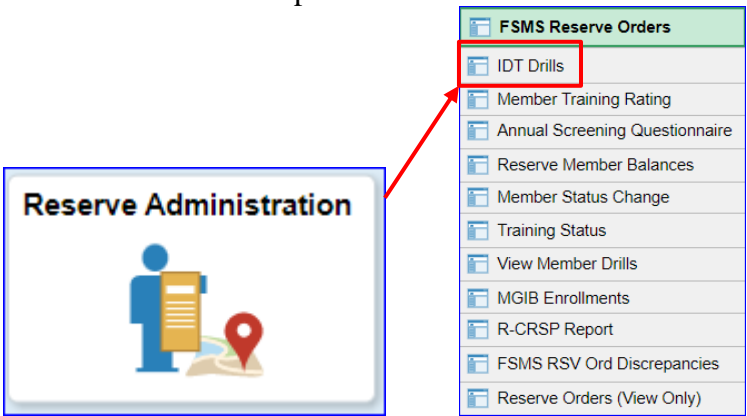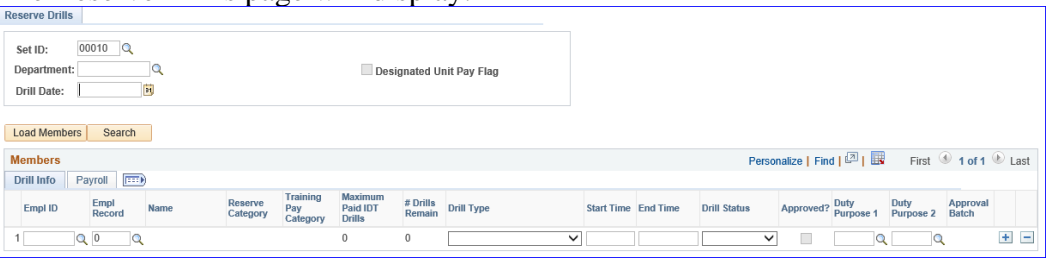| Step	Action
8	A Delete Confirmation message will display. If sure, click **OK**.
9	Click **Save** to save the deletion.

Marking Individual IDT Drills Completed

Introduction	This section provides the procedures for a Command User/Supervisor to mark individual IDT drills Completed in DA.

Responsibility	Once the Reserve member has performed the IDT drill as Scheduled, the Command User/Supervisor will verify all of the drill data is correct and mark the IDT drill Completed. If the drill data is incorrect, it must be corrected before marking it complete. Marking the IDT drill Completed does **NOT** automatically process the IDT drill for pay.
	It is the **responsibility** of the Command User/Supervisor to notify the SPO/PAO once the IDT drill status has been updated (Approval Batch assigned). Once the SPO/PAO has approved the IDT drill(s), the Reserve member will receive creditable retirement points and/or pay and allowances as appropriate.

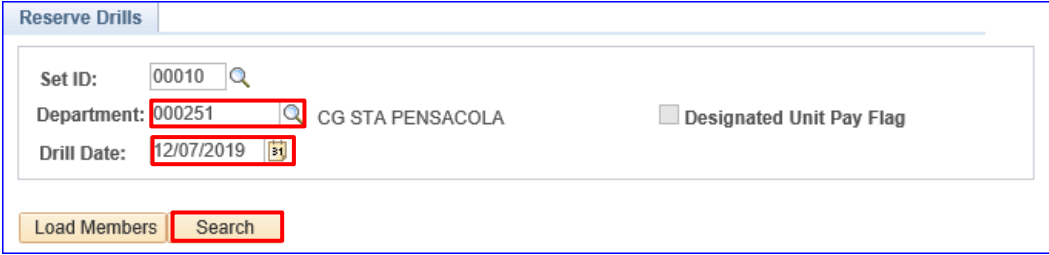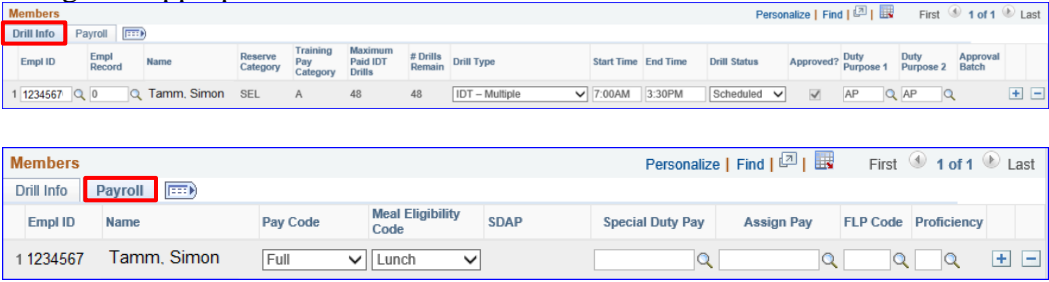|	
Known Issue for Command User / Supervisor	There is a known issue for when a Command User/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.

Procedures	See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** Tile.
2	The Reserve Drills page will display.

Marking Individual IDT Drills Completed, Continued

Procedures,
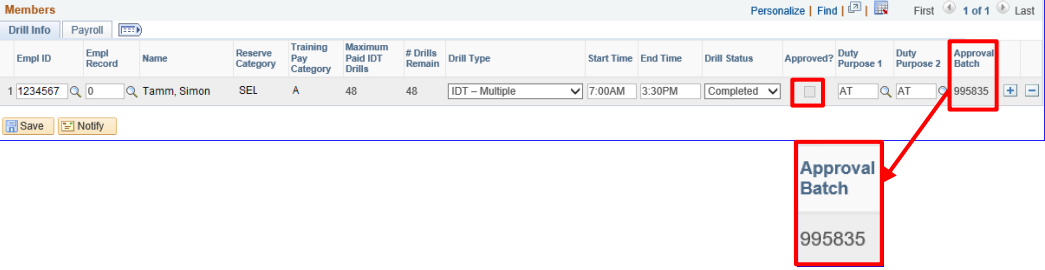continued

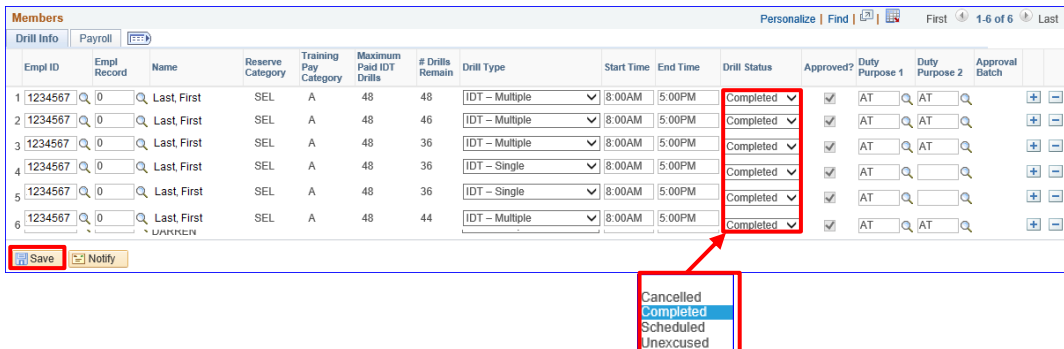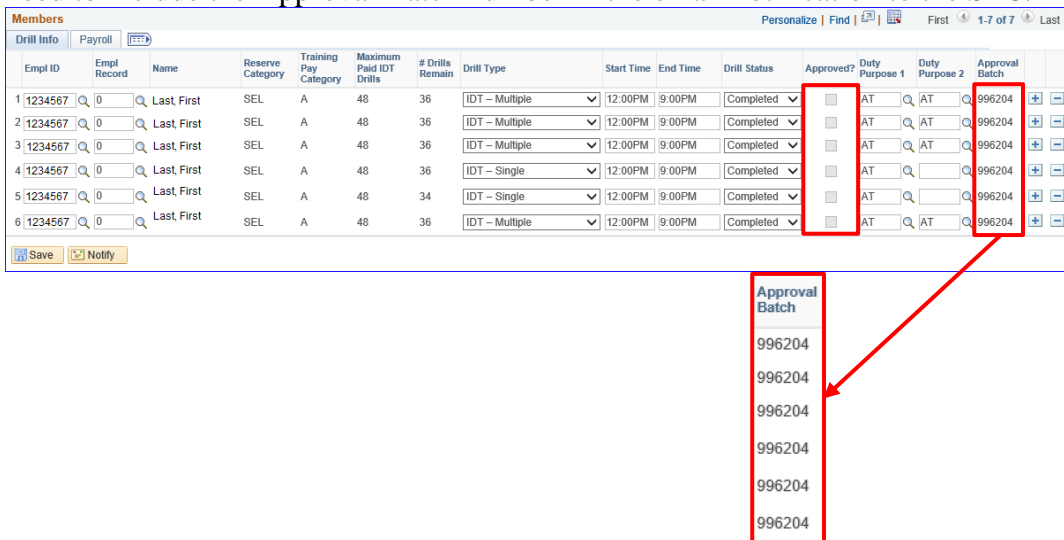| Step	Action
3	Leave the Set ID at 00010. Enter the **Department** ID number or use the lookup icon to locate the unit where the IDT drills are to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drill was scheduled for. Click **Search**.
4	All the members who drilled that day under that Department ID will display. Verify the information entered on the **Drill Info** and **Payroll** tabs is correct; if not, make any changes as appropriate.
5	Once the Drill Info and Payroll information have been verified: using the drop-down, select the appropriate **Drill Status**: • **Cancelled** – Cancel the scheduled IDT drill (the IDT drill may be rescheduled and will not count against their maximum number of paid IDT drills) • **Completed** – Authorizes the IDT drill to be forwarded to the SPO/PAO for processing pay • **Unexcused** – Indicates the IDT drill was an unexcused absence (the IDT drill may **NOT** be rescheduled by the member and will count against their maximum number of paid IDT drills) Click **Save**.

Marking Individual IDT Drills Completed, Continued

Procedures,
continued

Step	Action
6	Upon clicking Save, the **Approval?** column will uncheck, and an **Approval Batch** number will populate. **It is very important to make note of this number**. You will need to include the Approval Batch number in the email notification to the SPO/PAO.
7	It is not mandatory but highly recommended to please **send an Email** to the SPO/PAO with the **Approval Batch** number so they may process the IDT Drill for pay and allowances timely.

Marking a Batch of IDT Drills Completed
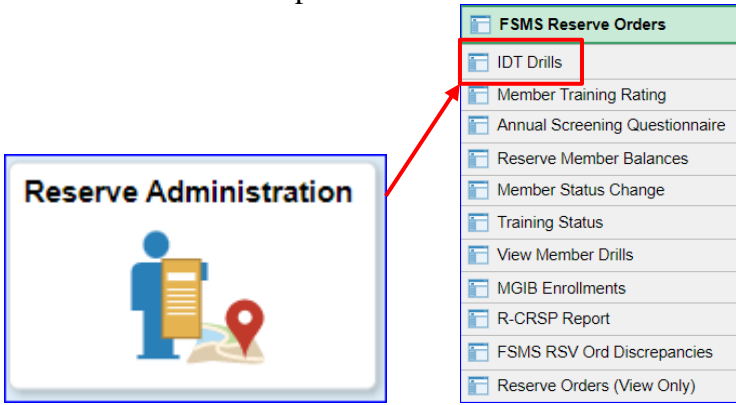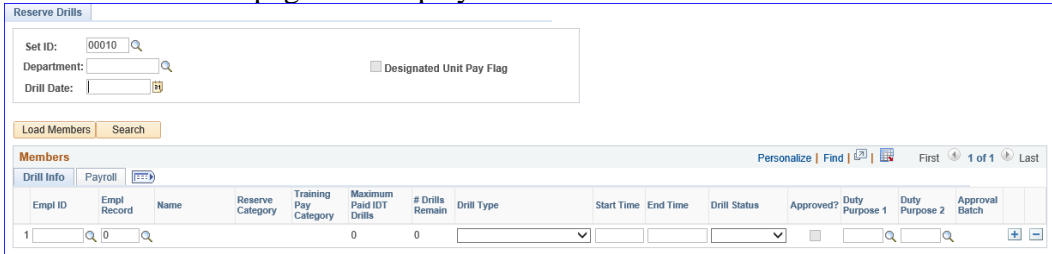
Introduction	This section provides the procedures for a Command User/Supervisor to mark a batch of IDT drills for multiple Reserve members Completed in DA.

Important Information	Once the Reserve member has performed the IDT drill as Scheduled, the Command User/Supervisor will verify all of the drill data is correct and mark the IDT drill Completed. If the drill data is incorrect, it must be corrected before marking it complete. Marking the IDT drill Completed does **NOT** automatically process the IDT drill for pay. It is the **responsibility** of the Command User/Supervisor to notify the SPO/PAO once the IDT drill status has been updated (Approval Batch assigned). Once the SPO/PAO has approved the IDT drill(s), the Reserve member will receive creditable retirement points and/or pay and allowances as appropriate.

Known Issue for Command User / Supervisor	There is a known issue for when a Command User/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.

Procedures	See below.

Step	Action
1	Select the **IDT Drills** option from the **Reserve Administration** Tile.
2	The Reserve Drills page will display.

Marking a Batch of IDT Drills Completed, Continued

Procedures,
continued

Step	Action
3	Leave the Set ID at 00010. Enter the **Department** ID number or use the lookup icon to locate the unit where the IDT drills are to be performed. Enter the **Drill Date** or use the calendar to enter the date the IDT drills were scheduled for. Click **Load members**.
4	All the members who had a scheduled drill for that Drill Date under that Department ID will display. Verify the information entered on the **Drill Info** and **Payroll** tabs is correct; if not, make any changes as appropriate (each field with a box may be edited).

Marking a Batch of IDT Drills Completed, Continued

Procedures,
continued

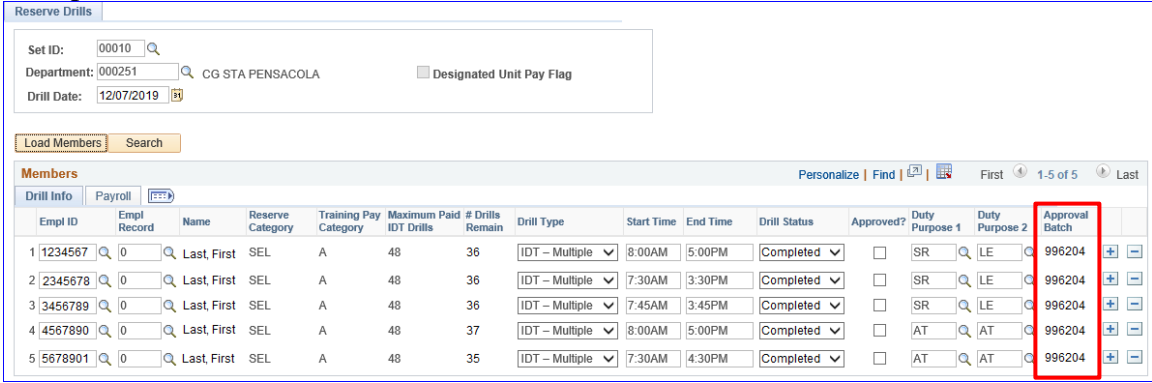| Step	Action
5	Once the Drill Info and Payroll information has been verified: using the drop-down, select the appropriate **Drill Status** on the Drill Info tab for **each** Reserve member. In this example, all drills are marked Completed. • **Cancelled –** Cancels the scheduled IDT drill (the IDT drill may be rescheduled and will not count against their maximum number of paid IDT drills) • **Completed –** Authorizes the IDT drill to be forwarded to the SPO/PAO for processing • **Unexcused –** Indicates the IDT drill was an unexcused absence (the IDT drill may NOT be rescheduled by the member and will count against their maximum number of paid IDT drills)) Click **Save**.
6	Upon clicking Save, the **Approval?** column will uncheck, and an **Approval Batch** number will populate. **It is very important to make note of this number**. You will need to include the Approval Batch number in the email notification to the SPO/PAO.
7	**Send an Email** to the SPO/PAO with the **Approval Batch** number so they may process the IDT Drills for pay and allowances.

Changing the Drill Status of IDT Drills

Introduction	This section provides the procedures for a Command User/Supervisor to change the Drill Status of an IDT Drill that was previously marked Completed (but has **NOT** been processed by the SPO/PAO for pay and allowances/points) in DA.

Important Information	Please refer to the Scheduling Requirement section of this guide.
	This process **ONLY** applies to IDT drills that have been marked Completed by the Command User/Supervisor but have **NOT** been processed for creditable retirement points and pay and allowances by the SPO/PAO. To cancel an IDT drill that has already been approved by the SPO/PAO, refer to the Cancel a Previously Paid IDT Drill section of this guide.
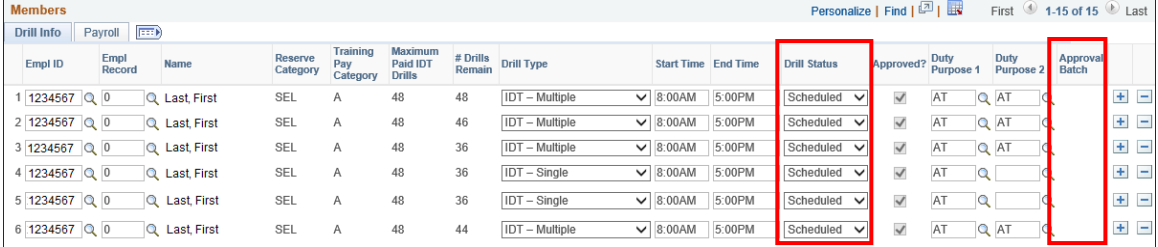
Procedures	See below.

Step	Action
1	The Command User/Supervisor **must notify the SPO/PAO via email** with the **Approval Batch** number requesting to deny an individual IDT drill batch or an entire batch of multiple IDT drills.
2	The SPO/PAO must deny the **ENTIRE** batch of IDT drills to allow the Command User/Supervisor to change the drill status of any IDT drills that were previously marked Completed. **NOTE:** All the IDT drills within the batch must be denied. They cannot be denied individually.

Changing the Drill Status of IDT Drills, Continued

Procedures,
continued

Step	Action
3	Once denied, the entire batch of drills will be returned to a **Scheduled** status and the **Approval Batch** column will be blank. The Command User/Supervisor is now able to make any necessary changes (see the Marking a Batch of IDT Drills Completed section of this guide for more information on editing IDT Drills).

Correcting a Previously Paid IDT Drill

Introduction   This section provides the procedures for a Command User/Supervisor to correct an IDT Drill that has been processed by the SPO/PAO and the member has received pay and allowances/points in DA.

Important Information   This process only applies to IDT drills that have been marked Completed by the Command/Supervisor **AND** have been processed for creditable retirement points and/or pay and allowances.

Because the Reserve member has already received payment/points for the IDT drill, any corrections to the IDT drill will need to be re-routed to the SPO/PAO for approval and processing. Please refer to the Scheduling Requirement section of this guide.
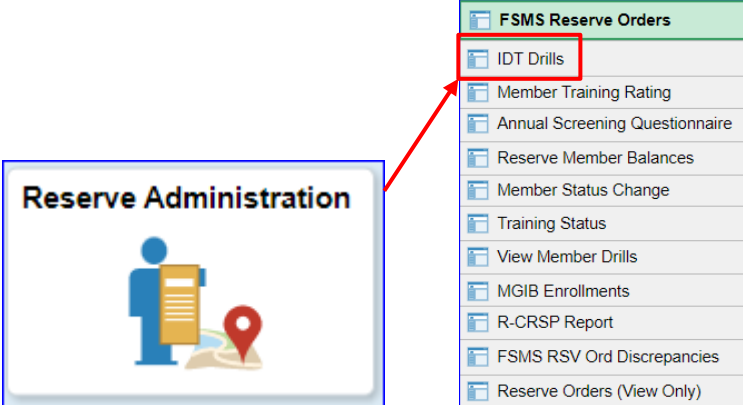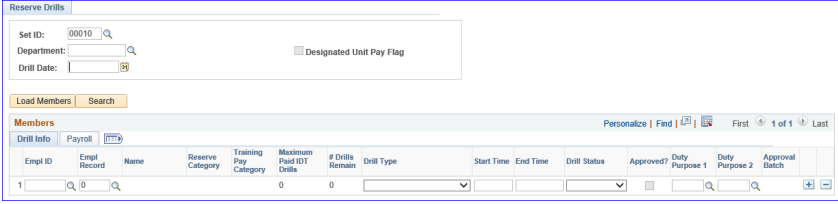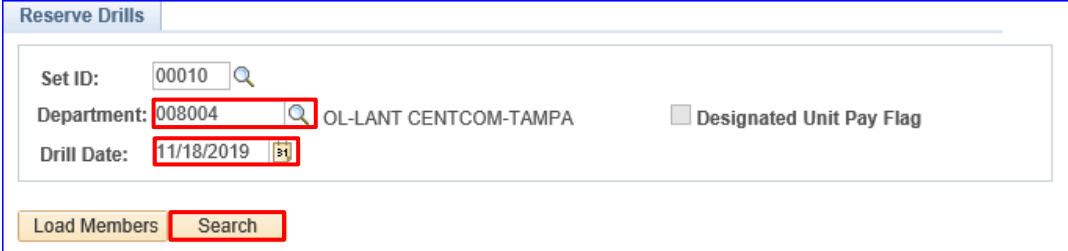
Procedures   See below.

Step	Action
1	Select the **View Member Drills** option from the **Reserve Administration** Tile. Reserve Administration FSMS Reserve Orders IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills MGIB Enrollments R-CRSP Report FSMS RSV Ord Discrepancies Reserve Orders (View Only)
2	The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the Reserve member's **Empl Id** and click **View Results**. CG_IDT_MBR_DRILLS - Member Drills Empl Id Approval Batch View Results ID Drill Date Drill Type Report Time End Time Drill Status Approved Purpose 1 Purpose 2 Pay Code Meal Elig SDAP Language Proficiency

Correcting a Previously Paid IDT Drill, Continued
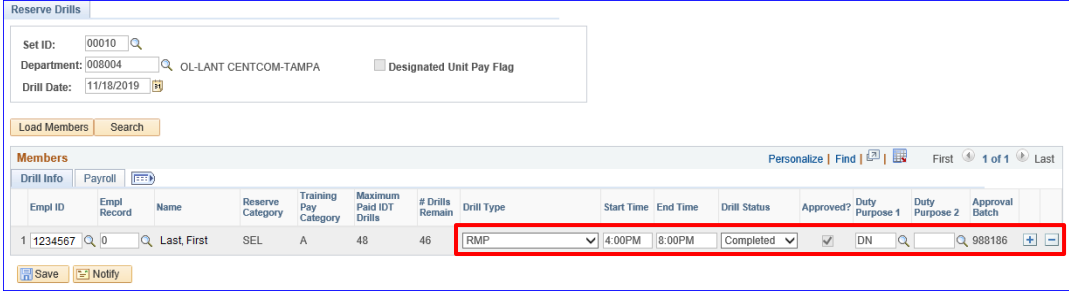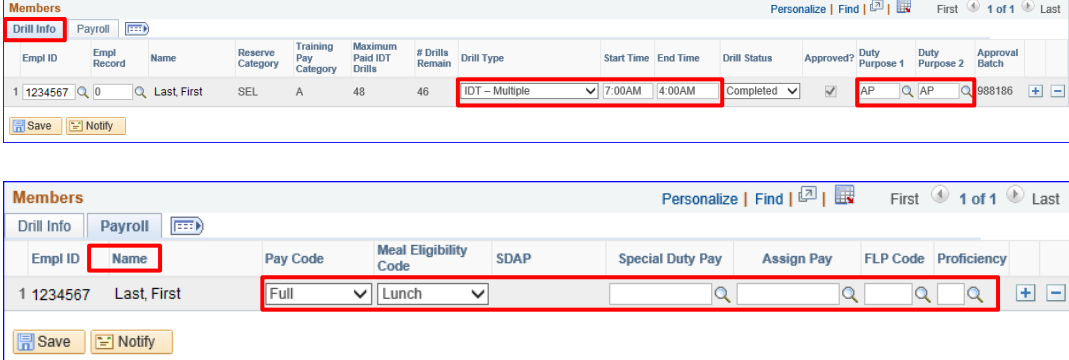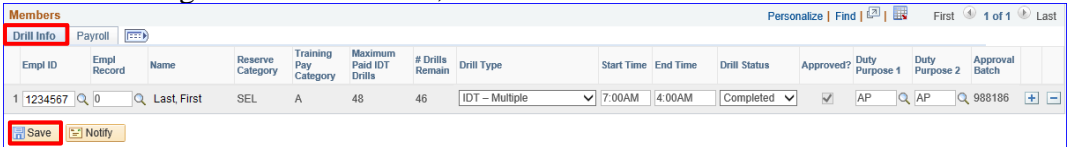
Procedures,
continued

Step	Action
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses for the previous 12 months. Locate the IDT drill to be corrected and verify its status. **For this example:** The IDT drill to be corrected is dated 11/20/2019. It has been **Completed** and has been **Approved** by the SPO/PAO for pay/points. (For an explanation of each of the fields, see the View Member's IDT Drills guide.) To exit the report, close the tab.
4	Upon verifying the IDT drill has been Completed and Approved for pay, the Command/Supervisor may now correct the IDT drill. Select the **IDT Drills** option from the **Reserve Administration** Tile.
5	The Reserve Drills page will display.
6	Leave the Set ID to 00010. Enter the **Department** ID and the **Drill Date** for the IDT drill to be corrected. Click **Search**.

Correcting a Previously Paid IDT Drill, Continued
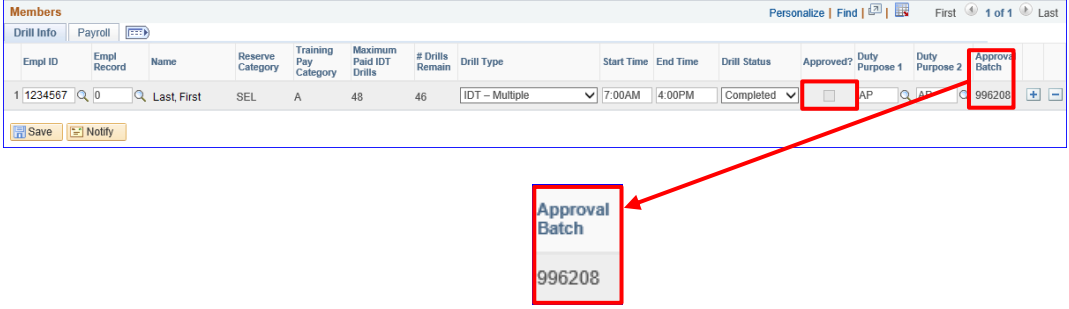
Procedures,
continued

Step	Action
7	A list of all the IDT drills entered for that Drill Date and Department will be displayed. For this example, we will be correcting the RMP drill listed for Empl ID 1234567 that was processed for pay in Approval Batch# 988186.
8	**Drill Info tab:** changes may be made to the Drill Type, Start Time, End Time, and the Duty Purpose fields. **Payroll tab:** changes may be made to the Pay Code, Meal Eligibility Code, Special Duty Pay Code, Assignment Pay Code, Foreign Language Pay (FLP) Code, and Proficiency fields. **For this example**, the drill type was changed to reflect an IDT-Multiple drill so the Drill Status, Start Time, Duty Purpose code 2, Pay Code, and the Meal Eligibility Code were corrected to reflect the IDT-Multiple drill information and entitlements.
9	Once all changes have been made, return to the **Drill Info** tab and click **Save**.

Correcting a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
10	Upon clicking save, a new **Approval Batch** number has been assigned to the corrected IDT drill and the **Approval?** box has been unchecked. It is now awaiting SPO/PAO action. **Make a note of the new Approval Batch number**.
11	Send an **Email** to the SPO/PAO with the new **Approval Batch** number so the IDT drill may be processed.

Cancelling a Previously Paid IDT Drill

Introduction	This section provides the procedures for a Command User/Supervisor to cancel an IDT Drill that has been processed by the SPO/PAO and the member has received pay and allowances/points in DA.

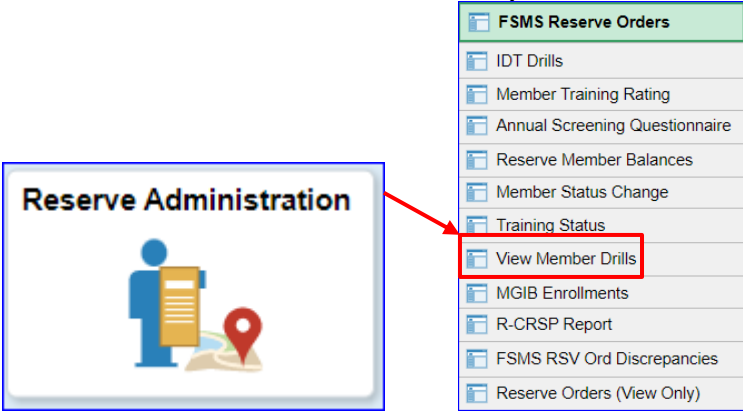|	
Important Information	Please refer to the Scheduling Requirement section of this guide. This process only applies to IDT drills that have been marked Completed by the Command/Supervisor **AND** have been processed for creditable retirement points and/or pay and allowances. Because the Reserve member has already received payment/points for the IDT drill, the newly Cancelled IDT drill will need to be re-routed to the SPO/PAO for approval. After SPO/PAO approval, all monies paid/points credited to the member for the newly Cancelled IDT drill will be recouped.

Known Issue for Command User / Supervisor	Command Users/Supervisors who hold **BOTH** the status of Reservist and CG Civilian employee, it is **VERY IMPORTANT** that they <u>**DO NOT**</u> Cancel previously approved/paid IDT Drills in DA. If the Command User/Supervisor holds dual status, cancelling a previously approved/paid IDT Drill will cause an error resulting in failed recoupment of erroneously paid IDT Drill(s). The Command should appoint another supervisor with the correct DA roles to complete this process.

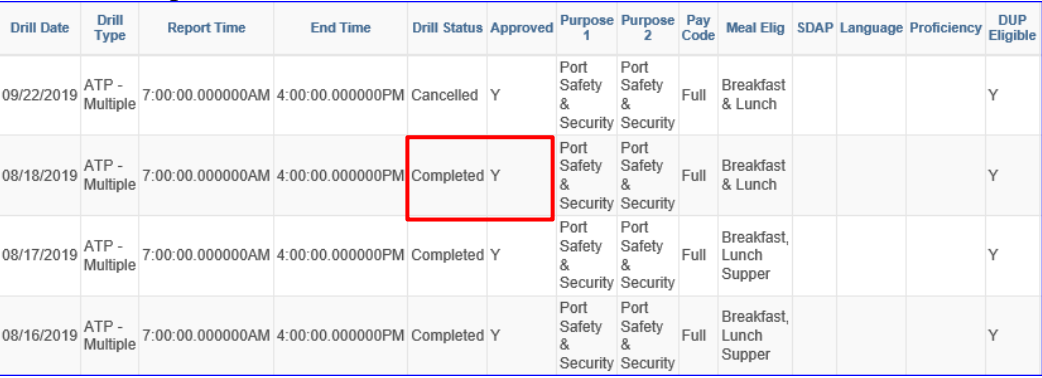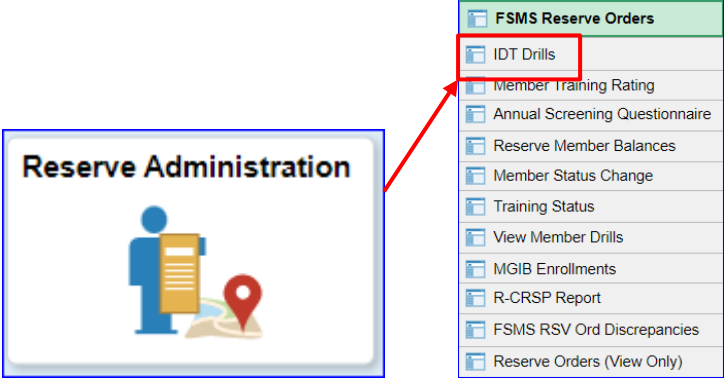|	
Procedures	See below.

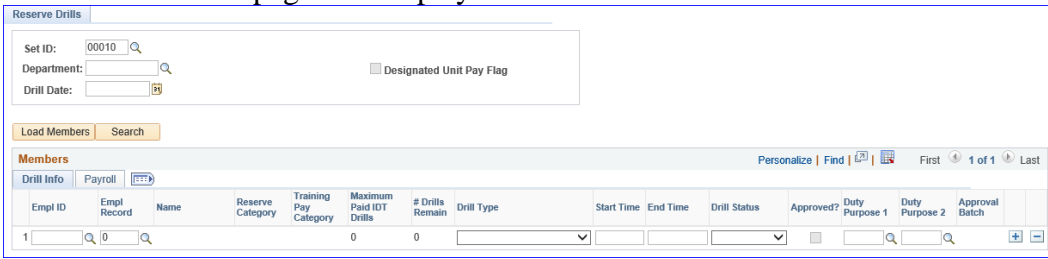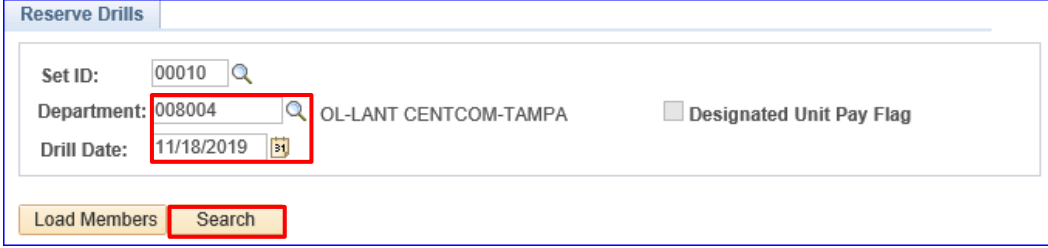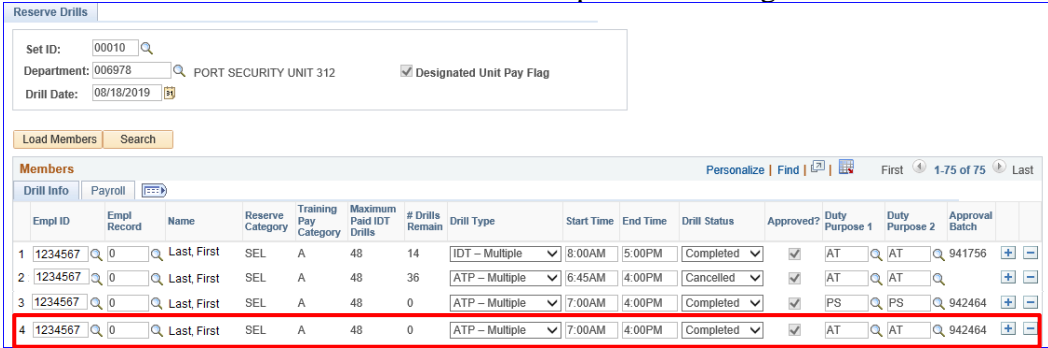| Step	Action
1	Prior to cancelling an IDT drill, it is always recommended to verify the status of the IDT drill. Select the **View Member Drills** option from the **Reserve Administration** Tile.

Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
2	The CG_IDT_MBR_DRILLS – Member Drills page will display. Enter the Reserve member's **Empl Id** and click **View Results**. **CG_IDT_MBR_DRILLS - Member Drills** Empl Id [ ] 🔍 Approval Batch [ ] View Results ID / Drill Date / Drill Type / Report Time / End Time / Drill Status / Approved / Purpose 1 / Purpose 2 / Pay Code / Meal Elig / SDAP / Language / Proficiency
3	The report will open in a new tab and provide a list of all the IDT drills and their statuses for the previous 12 months. Locate the IDT drill to be cancelled and verify its status. **For this example:** The IDT drill to be cancelled is dated 08/18/2019. It has been **Completed** and has been **Approved** by the SPO/PAO for pay/points. (For an explanation of each of the fields, see the View Member's IDT Drills guide.) To exit the report, close the tab. | Drill Date	Drill Type	Report Time	End Time	Drill Status	Approved	Purpose 1	Purpose 2	Pay Code	Meal Elig	SDAP	Language	Proficiency	DUP Eligible
---	---	---	---	---	---	---	---	---	---	---	---	---	---
09/22/2019	ATP - Multiple	7:00:00.000000AM	4:00:00.000000PM	Cancelled	Y	Port Safety & Security	Port Safety & Security	Full	Breakfast & Lunch				Y
08/18/2019	ATP - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	Port Safety & Security	Port Safety & Security	Full	Breakfast & Lunch				Y
08/17/2019	ATP - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	Port Safety & Security	Port Safety & Security	Full	Breakfast, Lunch Supper				Y
08/16/2019	ATP - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	Port Safety & Security	Port Safety & Security	Full	Breakfast, Lunch Supper				Y	
4	Upon verifying the IDT drill has been Completed and Approved for pay, the Command/Supervisor may now Cancel the IDT drill. Select the **IDT Drills** option from the **Reserve Administration** Tile. **Reserve Administration** FSMS Reserve Orders IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills MGIB Enrollments R-CRSP Report FSMS RSV Ord Discrepancies Reserve Orders (View Only)

Cancelling a Previously Paid IDT Drill, Continued
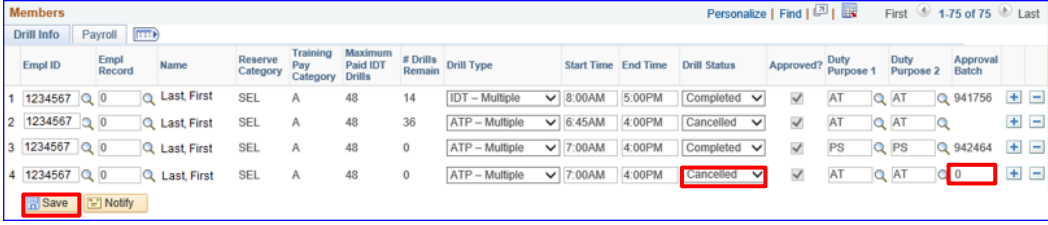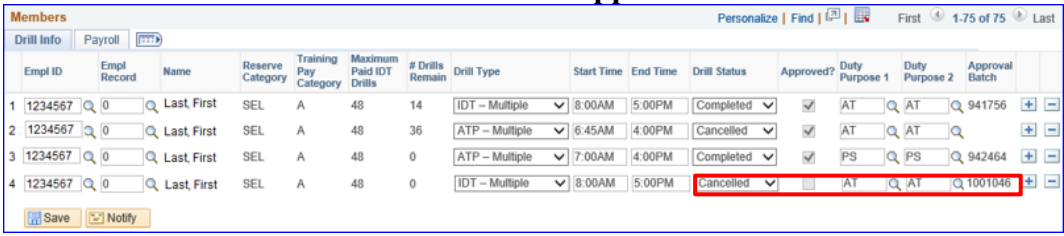
Procedures,
continued

Step	Action
5	The Reserve Drills page will display.
6	Leave the Set ID to 00010. Enter the **Department** ID and the **Drill Date** for the IDT drill to be cancelled. Click **Search**.
7	A list of all the IDT drills entered for that Drill Date and Department will be displayed. For this example, we will be cancelling the IDT drill listed for Last, First (row #4) that was processed for pay in Approval Batch #942464. **NOTE:** The IDT drill listed for Last, First (# row2) is showing a cancelled status with no batch number. This IDT drill was cancelled prior to it being executed.

Cancelling a Previously Paid IDT Drill, Continued

Procedures,
continued

Step	Action
8	Using the drop-down, change the **Drill Status** from Completed to **Cancelled** for the member to be cancelled. Notice that upon changing the Drill Status, the Approval Batch number reverted to **0**. Click **Save**.
9	Upon clicking save, a new **Approval Batch** number has been assigned to the now Cancelled IDT drill and the **Approved** box has been unchecked. It is now awaiting SPO/PAO action. **Make a note of the new Approval Batch number**.
10	Send an **Email** to the SPO/PAO with the new **Approval Batch** number so the IDT drill may be processed for recoupment of any pay and allowances/creditable retirement points.

Resubmitting IDT Drills Previously Denied by the SPO/PAO
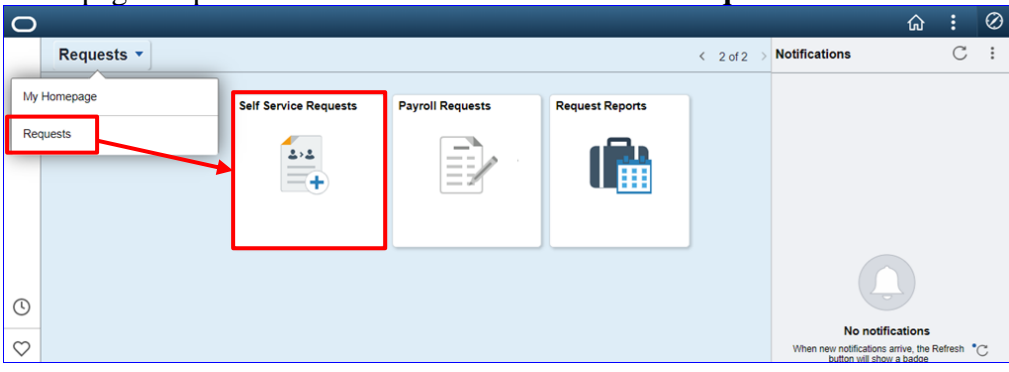
Introduction	This section provides the procedures for Command Users/Supervisors to resubmit IDT drill(s) that have been denied by the SPO/PAO and have **NOT** been processed for creditable retirement points and/or pay and allowances in DA.

Important Information	It is important to review and work any denied drills immediately. **Any drill request that was included within the same Approval Batch will also be denied**. If a **DENIED** drill does not revert to a **Scheduled Status** (as indicated in Step 8 of this section), it **cannot** be resubmitted. Instead, the drill(s) must be deleted and re-entered. Any delay in resubmitting the batch of drills will result in a delay of pay for **ALL** the Reserve members assigned to that Approval Batch.

Known Issue for Command User / Supervisor	There is a known issue for when a Command User/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly. The Command should appoint another supervisor with the correct DA roles to complete this process **OR** all of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.
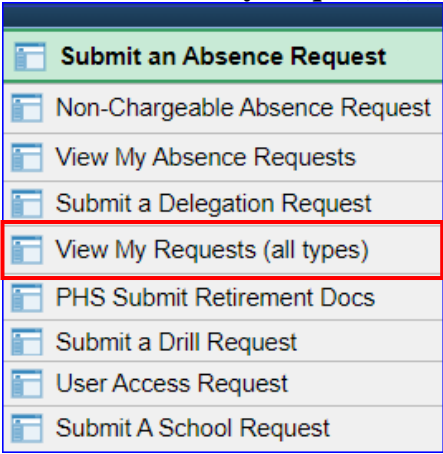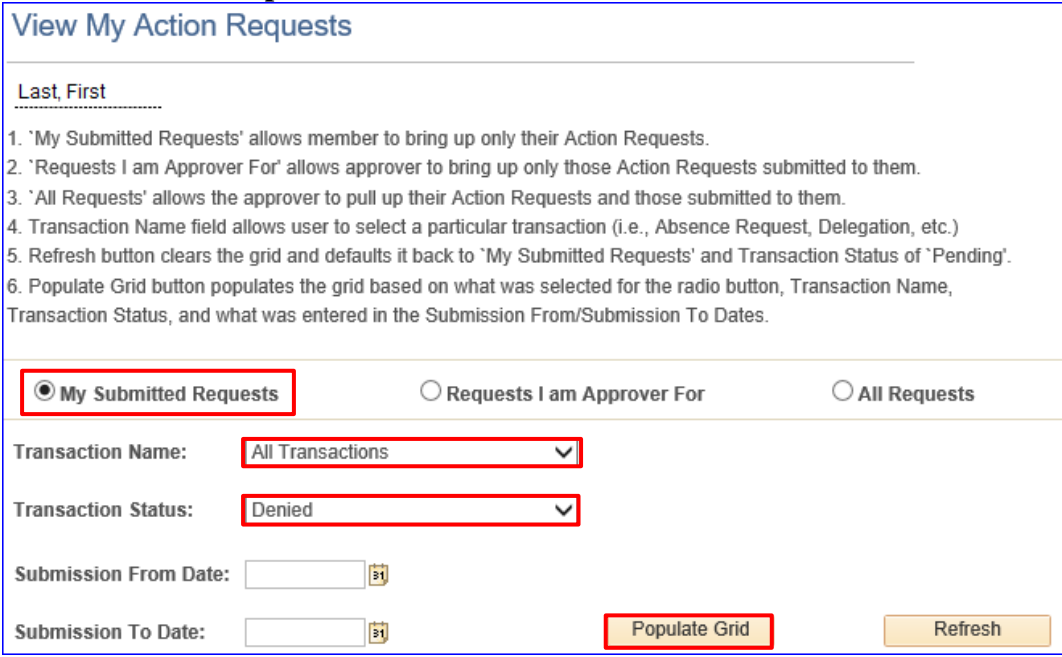
Procedures	See below.

Step	Action
1	When notified by the SPO/PAO that an IDT drill(s) has been denied, the Command User/Supervisor can view the denied IDT request by selecting **Requests** from the My Homepage drop-down and click on the **Self Service Requests** tile.

Resubmitting IDT Drills Previously Denied by the SPO/PAO, Continued

Procedures, continued

Step	Action
1.5	Select the **View My Requests (all types)** option. - Submit an Absence Request - Non-Chargeable Absence Request - View My Absence Requests - Submit a Delegation Request - View My Requests (all types) - PHS Submit Retirement Docs - Submit a Drill Request - User Access Request - Submit A School Request
2	The View My Action Requests page will display. Leave **My Submitted Requests** and **Transaction Name** at the default. Using the drop-down, change the **Transaction Status** to Denied. Click **Populate Grid**. **View My Action Requests** Last, First 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ⦿ My Submitted Requests ○ Requests I am Approver For ○ All Requests **Transaction Name:** All Transactions **Transaction Status:** Denied **Submission From Date:** **Submission To Date:** Populate Grid Refresh
3	A list of all denied requests will display. Locate the appropriate Denied IDT by batch number under the Member column. Click **View Details** to view the request. Personalize | Find | View All | 🗗 | 📑 First 1-10 of 10 Last | Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Drill Date	View Details
---	---	---	---	---	---	---	---	---
ApproveDrills	Denied	Batch: 1001045	1234567	Supervisor	SPO Auditor	10/01/2019		View Details	

Resubmitting IDT Drills Previously Denied by the SPO/PAO,
Continued
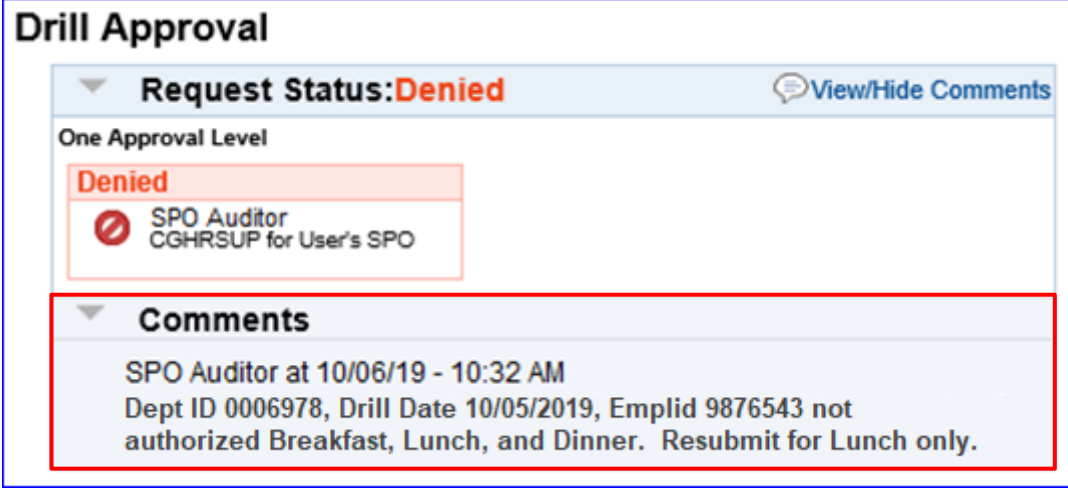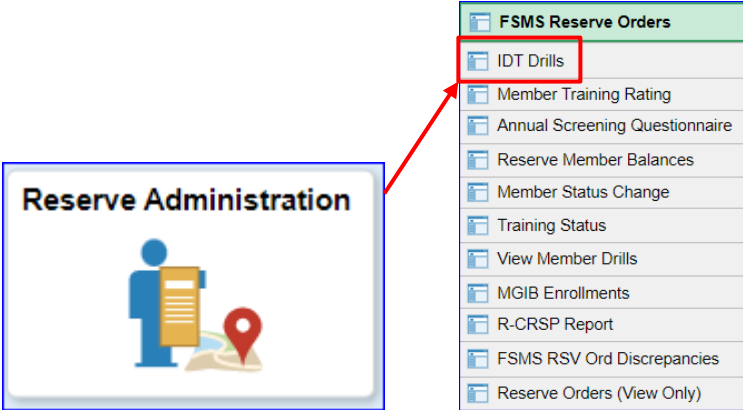
Procedures,
continued

Step	Action
4	The Action Request page will display for that **Batch Code** number.

Approve Drills

Last Name, First

1. Click "Get Details" button to display the Department and Drill Date in the "Request Information" block.
2. Click "Click here to view additional request information" link. A new window listing all drill details will open.
3. Review all the drill details in the new window.
4. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny"
5. System will route the request back to the submitter for corrections. (Pay Transactions will not be generated)
6. If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve"
7. System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll.
8. Close the Drill Details and Action Request windows.

Request Details

Batch Code: 1001045

[Get Details]

Request Information

Setid:

Department:

Drill Date:

Request URL

Click here to view additional request information.

Request Approvers

Approver: 1234567   SPO Auditor

Comment: [   ]

[Submit]   [Resubmit]   [Withdraw]

Drill Approval

Request Status: **Denied**   View/Hide Comments

One Approval Level

Denied
SPO Auditor
CGHRSUP for User's SPO

Comments

SPO Auditor at 10/06/19 - 10:32 AM
Dept ID 0006978, Drill Date 10/05/2019, Emplid 9876543 not
authorized Breakfast, Lunch, and Dinner. Resubmit for Lunch only.

Resubmitting IDT Drills Previously Denied by the SPO/PAO,
Continued

Procedures,
continued

Step	Action
5	**SPO/PAO comments** explaining the reason the request was denied will be displayed at the bottom of the page. **Drill Approval** Request Status: **Denied** View/Hide Comments One Approval Level **Denied** ⊘ SPO Auditor CGHRSUP for User's SPO **Comments** SPO Auditor at 10/06/19 - 10:32 AM Dept ID 0006978, Drill Date 10/05/2019, Emplid 9876543 not authorized Breakfast, Lunch, and Dinner. Resubmit for Lunch only.
6	The IDT drill(s) can now be edited and resubmitted. Select the **IDT Drills** option from the **Reserve Administration** Tile. **Reserve Administration** FSMS Reserve Orders IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills MGIB Enrollments R-CRSP Report FSMS RSV Ord Discrepancies Reserve Orders (View Only)
7	Leave the Set ID at 00010. Enter the **Department** ID number and **Drill Date** of the IDT drill(s) to be corrected. Click **Search**. Reserve Drills Set ID: 00010 Department: 006978 PORT SECURITY UNIT 312 ☑ Designated Unit Pay Flag Drill Date: 10/05/2019 Load Members Search

Continued on next page

Resubmitting IDT Drills Previously Denied by the SPO/PAO, Continued

Procedures,
continued

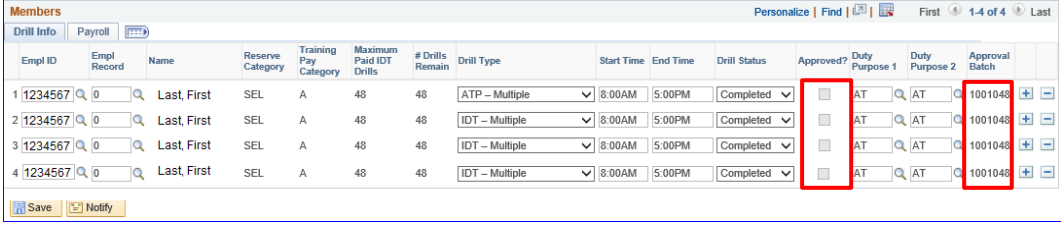| Step	Action
8	All the IDT drills submitted for that department ID and drill date will display. The IDT drills will revert to a Scheduled status, the Approved? boxes will be checked, and the previous Approval Batch will be blank. In this example, the meal code is incorrect. To correct, select the Payroll tab. **IMPORTANT:** If a **DENIED** drill does not revert to a **Scheduled Status**, it **cannot** be resubmitted. Instead, the drill(s) must be deleted and re-entered.
9	Make the corrections as required. For this example: the meal eligibility code was changed to reflect Lunch vice All Meals for Emplid 1234567 on row #4.
10	Return to the **Drill Info** tab. After all required changes have been made, mark the IDT drills to a **Completed** status as appropriate. Click **Save**. **REMEMBER:** If the original submission included a batch of drills, all the IDT drills in that batch will need to be marked Completed (or Cancelled/Unexcused) and resubmitted.

Resubmitting IDT Drills Previously Denied by the SPO/PAO,
Continued

Procedures,
continued

Step	Action
11	A new **Approval Batch** number will be assigned and the **Approved?** column will now be unchecked. **Make a note of the Approval Batch number**.
12	Send an **Email** to the SPO/PAO notifying them of the **resubmission** and include the Approval Batch number.